

**LONG BEACH TRANSIT
BOARD OF DIRECTORS MEETING
MINUTES**

**THURSDAY, OCTOBER 24, 2019
411 W. OCEAN BOULEVARD
CIVIC CHAMBERS, 12:00 PM**

Colleen Bentley, Chair
Michael Clemson, Vice Chair
Adam Carrillo, Secretary/Treasurer
Maricela de Rivera, Director
Sumire Gant, Director



Mary Zendejas, Director
Lea Eriksen, City Representative

Kenneth A. McDonald,
President and Chief Executive Officer

REGULAR MEETING - NOON

1. Call to Order. (Colleen Bentley)

Vice Chair Clemson called the meeting to order at 12:01 p.m.

2. Roll Call. (Ivette Dubois)

Commissioners Maricela de Rivera, Sumire Gant, Adam Carrillo and Michael

Present: Clemson

Commissioners Mary Zendejas and Colleen Bentley

Excused:

3. Employee Recognition. (LaVerne David)

Employees of the Month for October 2019:

Angel Carrillo, Transit Service Delivery and Planning
Robert Vargas Jr., Maintenance and Infrastructure
Jimmy Phillips, Staff

INFORMATION ITEM

LaVerne David, Executive Director/VP, Employee and Labor Relations, presented the Employees of the Month (EOM) for October 2019.

Roberto Vargas, Maintenance and Infrastructure EOM, was presented by Debra Johnson, Deputy CEO.

Jimmy Phillipps, Staff EOM, was presented by Mike Gold, Executive Director/VP, Customer Relations and Communications.

Ms. David acknowledged Angel Carrillo, Transit Service Delivery and Planning EOM, who was not present.

4. Public Comment.

Any member of the public may approach the lectern and, upon recognition by the Chair, state his or her name and proceed to address the Board on any item within the subject matter jurisdiction of the Long Beach Transit (LBT) Board of Directors, provided that no action may be taken on off-agenda items unless authorized by law. Comments shall be limited to three minutes, unless different time limits are set by the Chair, subject to the approval of the Board.

There were no public comments.

5. President and CEO Monthly Report. (Kenneth McDonald)

- Safety and Service Quality
- Employee Engagement
- Customer Experience
- Community and Industry Focus

INFORMATION ITEM

IMPROVE SAFETY AND SERVICE QUALITY

Under LBT's focus to Improve Safety and Service Quality:

- The following were accident-free days at LBT:
 - o Wednesday, October 2; and
 - o Saturday, October 5

There were no preventable or non-preventable accidents on those days.

Since the beginning of the calendar year, LBT has had a total of 32 accident-free days at LBT.

- During the month of October, LBT's Safety department conducted a safety blitz campaign concentrated around the theme of 'Avoiding Workplace Injuries and Practicing Good Ergonomics.'

On Tuesday, October 8 at LBT2 and Friday, October 11 at LBT1, Safety staff shared information with Operators focusing on maintaining fitness through rest, movement, stretching, healthy lifestyle and personal wellness.

FOSTER EMPLOYEE ENGAGEMENT

In LBT's continued effort to Foster Employee Engagement:

- LBT's Training department facilitated nine courses to more than 80 employees on topics including, but not limited to:
 - o State-Mandated Annual Refresher Training (SMART);
 - o New Operator and Mechanic Graduation;
 - o CPR Training;
 - o California Division of Occupational Safety and Health;
 - o Maintenance/Mechanic Specialty Training;

- o Operator Special Bus Refresher; and
- o Retraining for Operators who have returned from long-term absences and have had preventable accidents

ENHANCE CUSTOMER EXPERIENCE

Under LBT's priority to Enhance Customer Experience:

- LBT participated in three events geared towards students:
 - o Cabrillo High School Back-to-School Night;
 - o LBUSD School of Choice at Cabrillo High School; and
 - o Sustainable Transportation Green Rides Expo at California State University, Long Beach

At each event, Customer Relations staff provided information regarding TAP cards, student and U-passes.

- LBT also conducted Senior TAP card drives and informational sessions directed towards seniors at:
 - o Press Telegraph's Successful Aging Expo at The Grand
 - o Community Candidate Forum at Plymouth West Senior Community Center
 - o Long Beach Senior Center 12th Annual Health Fair and Flu Shot Clinic at the Long Beach Senior Center
- Other events across the service area included:
 - o Shop With a Cop at the Long Beach Towne Center Walmart
 - o Disabled Resources Center Fair at Harbor Regional Center;
 - o Our Future North Long Beach Uptown Plan; and
 - o Clean Air Day Event outside of City Hall and Port of LB buildings

PROMOTE COMMUNITY AND INDUSTRY FOCUS

In an effort to strengthen LBT's focus on the communities it serves and the transportation industry:

- On October 9, the Deputy CEO participated in a panel discussion entitled, "Big Wheels on the Bus: Meet the Women Driving the Bus Industry" hosted by the Women's Transportation (WTS) Seminar-Los Angeles Chapter in downtown Los Angeles.

The panel featured three other women regional transit leaders from LA Metro, Gardena's GTrans and Foothill Transit, in addition to LBT's Deputy CEO.

The moderator, who was also from Foothill Transit and a WTS Board member, led the conversation about the varied experiences women leaders have in the public transportation industry.

The transit leaders shared their personal journeys in attaining leadership positions; work-life blending; as well as their views on transit ridership trends, mode integration and the future of transportation in Los Angeles County.

LBT sponsored seven women managers from different departments throughout the agency who attended the event as part of their professional growth and development.

- From October 12 through October 16, LBT participated in the American Public Transportation Association's (APTA) 2019 TRANSform Conference: APTA's reimagined Annual Meeting in New York City.

The conference, attended by LBT's Board members Chair Bentley, Secretary/Treasurer Carrillo and Director Gant, and members of the Executive Leadership Team and Board Secretary, provided a forum to learn about the latest in policy, technology and innovative mobility options.

Attendees participated in:

- o Unconventional session formats to maximize learning and sharing experiences;
- o Powerful keynotes to help see public transit in a different way;
- o Exciting technical tours that showcased one of the world's-largest public transit systems; and
- o Networking opportunities to broaden professional relationships

Before closing, CEO McDonald invited Vice Chair Clemson to share information regarding LBT's Mobility and Sustainability Summit taking place next week, Wednesday, October 30.

Vice Chair Clemson stated that LBT's inaugural Mobility and Sustainability Summit was less than a week away on Wednesday, October 30, from 8 to 10 a.m., at the Hyatt Regency Long Beach.

This summit is aimed at educating and informing the community about LBT as well as other transportation agency's efforts implementing sustainable solutions to local mobility challenges.

Featured panelists include leaders from the California State University, Long Beach Center for International Trade and Transportation, Long Beach Airport, Port of Long Beach, LA Metro, as well as our own CEO.

NOTICE TO THE PUBLIC

All matters included on the Consent Calendar are considered routine by the LBT Board of Directors and will be enacted by one motion. There will be no separate discussion of these items unless a member of the Board of Directors or the public so requests, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.

CONSENT CALENDAR (6)

Passed the Consent Calendar

**A motion was made by Director de Rivera, seconded by
Secretary/Treasurer Carrillo, to approve Consent Calendar Item**

6. The motion carried by the following vote:

Yes: 4 - Maricela de Rivera, Sumire Gant, Adam Carrillo and Michael
Clemson

Excused: 2 - Mary Zendejas and Colleen Bentley

6. [19-068TR](#) Recommendation to approve the minutes of the regular session meeting held on September 26, 2019.

REGULAR CALENDAR

7. [19-069TR](#) Monthly Financial Report. (Lisa Patton)

INFORMATION ITEM

Lisa Patton, Executive Director/VP, Finance and Budget, presented the monthly financial report.

This TR-Agenda Item was received and filed.

8. [19-070TR](#) Fiscal Year 2019/2020 First Quarter Investment Report. (Lisa Patton)

INFORMATION ITEM

Ms. Patton presented the staff report.

Secretary/Treasurer Carrillo referred to the first page of the Quarterly Investment Report and asked if LBT was required to retain a certain percentage of monies in the Local Agency Investment Fund (LAIF). Ms. Patton stated that there was a maximum capacity of funds that could be retained; however, there was no minimum amount required.

Director de Rivera asked how long did LBT hold bonds. Ms. Patton stated that LBT adhered to the guidelines outlined in the agency's Investment Policy Statement. She added that LBT's Investment Policy Statement was modified in 2011.

Secretary/Treasurer Carrillo asked why the Investment Policy Statement was modified. Ms. Patton stated that it was modified during the financial crisis.

This TR-Agenda Item was received and filed.

9. [19-071TR](#) Recommendation to authorize the President and CEO to enter into a five-year permit agreement with the City of Long Beach for the non-exclusive use of the City's radio transmitter facility located in Signal Hill for a total authorization amount not to exceed \$193,338. (Patrick Pham)

Patrick Pham, Executive Director/VP, Information Technology, presented the staff report.

A motion was made by Director de Rivera, seconded by Secretary/Treasurer Carrillo, to approve recommendation. The motion carried by the following vote:

Yes: 4 - Maricela de Rivera, Sumire Gant, Adam Carrillo and Michael Clemson

Excused: 2 - Mary Zendejas and Colleen Bentley

10. [19-072TR](#) Recommendation to authorize the President and CEO to enter into a three-year contract with CDW Government LLC for Microsoft Enterprise Software Licensing, which supports Long Beach Transit's daily computer operations, for a total authorization amount not to exceed \$458,134. (Patrick Pham)

Mr. Pham presented the staff report.

A motion was made by Secretary/Treasurer Carrillo, seconded by Director de Rivera, to approve recommendation. The motion carried by the following vote:

Yes: 4 - Maricela de Rivera, Sumire Gant, Adam Carrillo and Michael Clemson

Excused: 2 - Mary Zendejas and Colleen Bentley

11. [19-073TR](#) Recommendation to authorize the President and CEO to exercise a four-year contract extension with Clean Energy for Compressed Natural Gas station and methane detection system maintenance services, for an amount of \$1,180,724 with a five percent contingency of \$59,036, for a total authorization amount not to exceed \$1,239,760. (Debra Johnson)

Deputy CEO Johnson presented the staff report.

Director de Rivera asked if six years was a normal amount of time for a useful life cycle. Deputy CEO confirmed her statement.

Director de Rivera asked if LBT partnered with the City of Long Beach in regards to emergency preparedness. Deputy CEO Johnson stated that when the CNG station at LBT2 did not work, LBT used the CNG station at a Los Angeles County Metropolitan Transportation Authority Carson facility to fuel its CNG buses.

Deputy CEO Johnson noted that in April 2019 the Board approved a back-up generator to support the CNG fueling system at LBT2.

A motion was made by Director Gant, seconded by Secretary/Treasurer Carrillo, to approve recommendation. The motion carried by the following vote:

Yes: 4 - Maricela de Rivera, Sumire Gant, Adam Carrillo and Michael Clemson

Excused: 2 - Mary Zendejas and Colleen Bentley

12. [19-074TR](#) Recommendation to approve the Board of Directors meeting dates for November 2019 and Calendar Year 2020. (Ivette Dubois)

Ivette Dubois, Board Secretary, presented the staff report.

A motion was made by Secretary/Treasurer Carrillo, seconded by Director Gant, to approve recommendation. The motion carried by the following vote:

Yes: 4 - Maricela de Rivera, Sumire Gant, Adam Carrillo and Michael Clemson

Excused: 2 - Mary Zendejas and Colleen Bentley

13. Public Comment.

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There were no public comments.

14. Board Requests.

Secretary/Treasurer Carrillo asked for an information item regarding the process required to implement a bus-only lane pilot program.

Secretary/Treasurer Carrillo asked staff to provide the Board with the Facility Assessment report so they may provide feedback before decisions are finalized.

15. 19-075TR Adjourn. The next regular meeting will be held on December 12, 2019.
(Colleen Bentley)

Vice Chair Clemson adjourned the meeting at 12:56 p.m.

**A motion was made by Director de Rivera, seconded by
Secretary/Treasurer Carrillo, to approve recommendation. The
motion carried by the following vote:**

Yes: 4 - Maricela de Rivera, Sumire Gant, Adam Carrillo and Michael
Clemson

Excused: 2 - Mary Zendejas and Colleen Bentley

Note:

The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If special accommodation is desired, please call the City Clerk Department 48 hours prior to the meeting at 562.570.6101.

(*The City Clerk's office is closed on weekends. To assure proper accommodations, please call by 4:30 p.m. on the Friday prior to the meeting.)

(For Telecommunication Device for the Deaf, please call 562.570.6626. Inquire at the City Council Chamber Audio Visual Room for Assistive Listening Device.)

Long Beach Transit is an entity which is separate and distinct from the City of Long Beach.